



KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM
AND ENVIRONMENTAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

Applications are invited from suitably qualified and experienced persons for filling the following positions:

BUSINESS UNIT:	DISTRICT OPERATIONS MANAGEMENT
POST TITLE:	DIRECTOR: DISTRICT MANAGEMENT
SALARY:	R 1 216, 824 – R1 433 355.00 PER ANNUM (ALL-INCLUSIVE SALARY PACKAGE TO BE STRUCTURED IN ACCORDANCE WITH THE RULES OF SMS) SL 13
DISTRICTS:	(ZULULAND & UMKHANYAKUDE)
REFERENCE:	DIR –DOM-Z &U /01 MARCH 2025

REQUIREMENTS:

The ideal candidate must have •An appropriate Bachelor's Degree or equivalent qualification in Public Management/ Public Administration/ Business Management/ Development Studies or other relevant disciplines at NQF level 7 as recognised by SAQA. •A minimum of five years of managerial experience at the Middle Managerial/Senior Managerial level with extensive experience in an administration environment. •Completion of Nyukela Certificate for entry into the SMS (Senior Management Service) upon appointment •A valid driver's licence.

ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

The successful candidate must have an in-depth knowledge and understanding of the public sector environment. Advanced knowledge of government systems and processes; knowledge of the National Development Plan (NDP), Provincial Growth and Development Plan (PGDP), and District Growth and Development Plan (DGDP). Knowledge and understanding of the regulatory framework for the Public Service, e.g., Constitution of the Republic of South Africa, Public Service Act, PFMA, Treasury Regulations, Public Service Regulations, Basic Conditions of Employment Act, Occupational Health and Safety Act, Labour Relations Act. Good stakeholder coordination and engagement, Sound research, knowledge management, strategic capability and leadership, problem-solving and analysis, and empowerment. Knowledge and understanding of Employee Performance and Management System, knowledge of Security Management Act, Bill of Rights, Community Outreach, and Public participation. Ability to communicate at all levels, including Provincial Departments, Senior Management, and Private Sector Organizations. Computer literacy, strategic planning, negotiating skills, program and project management principles, report writing, and presentation skills. Broad knowledge of service delivery innovation, change management, and financial management. Strategic and leadership, policy analysis and development, management and administration, advanced written and verbal communication, people management, corporate planning, decision making, research, knowledge management, problem-solving and analysis, client orientation, and customer focus.

KEY PERFORMANCE AREAS:


The successful candidate will be required to •Develop & manage the strategic administrative support Services in the District in line with Departmental Systems •Identify & participate in the district stakeholders and role players engagement Forums •Develop practical Implementation Plan of all

Departmental functions or initiatives in the District •Develop direct service delivery oriented procedures & systems with district based supervisory personnel •Manage human, financial resources and assets of the Directorate

PREFERENCE: FEMALE CANDIDATES AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY AND WILL BE GIVEN PREFERENCE.

ENQUIRIES:	MR NS MUTHEIWANA
TEL NO:	0825628070

DIRECTIONS TO APPLICANTS:

1. The Department of Economic Development, Tourism, and Environmental Affairs is an equal opportunity, affirmative action employer, and preference will be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The Department reserves the right not to make these appointments. 
2. All information submitted will be treated as confidential. The Department reserves the right to withhold the filling of the abovementioned posts at any time before an appointment.
3. All applications must be submitted on the new Application for Employment form (Z83), which became effective from the 1st of January 2021 obtainable from any Public Service Department or can be downloaded at www.dpsa.gov.za-vacancies. The form must be completed in full, and the application form should be initiated, signed, and dated. **All required information on the Z83 must be provided.** Failure to complete or disclose all information will automatically disqualify the applicant. The completed and signed Z83 must accompany an updated detailed Curriculum Vitae (CV). Dates of starting and leaving employment must be given as DD/MM/YYYY.
4. Shortlisted candidates must submit certified documents on or before the day of the interview following communication from Human Resources. Should an applicant have a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
5. Applications submitted electronically will be taken as final applications and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.
6. Shortlisted candidates will be required to undergo a competency test/technical exercise.
7. "Applicants are encouraged to apply for posts through the KZN online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email address kznjobs@kznedtea.gov.za Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the Designated Online Application Centres (DOACS) list at www.kznonline.gov.za/kznjobs." **PLEASE NOTE THAT APPLICANTS SHOULD ONLY**

USE ONE OF THE FOLLOWING METHODS WHEN APPLYING FOR A POST: EITHER THROUGH THE ONLINE E-RECRUITMENT SYSTEM, EMAILING THE Z83 AND CV DIRECTLY TO THE RELEVANT DEPARTMENT, OR SUBMITTING A HARDCOPY APPLICATION AS DIRECTED.

MARINE BUILDING 22 DOROTHY NYEMBE, STREET, 8TH FLOOR, DURBAN	CALDER HOUSE 217 BURGER STR, PIETERMARITZBURG 3200	46 BISSET STREET, PORT SHEPSTONE
TRIGON PLACE 139a, MARGARET STREET, IXOPO	GREENVILLE BUILDING CORNER OF LINK ROAD AND R102, GREENVILLE BUILDING	94 MURCHISON STREET, LADYSMITH, 3370
43 HARDING STREET, NEW CASTLE	26 BEACONSFIELD STREET, OFFICE ENTRANCE 3, DUNDEE	LEGISLATURE BUILDING 2ND FLOOR, LEGISLATURE BUILDING, KING DINUZULU HIGHWAY, ULUNDI
MZOLOLO AVENUE, MKUZE, 3969	ALOE LOOP AVENUE, NEXT TO UNISA BUILDING, VELD EN VLEI, RICHARDSBAY, 3900	LOT 55D KIEPERSOL STREET, RIVERVIEW ROAD, MTUBATUBA

8. Applications may alternatively be forwarded to the Department of Economic Development, Tourism and Environmental Affairs, Private Bag X9152, PIETERMARITZBURG, 3200, OR hand delivered to the Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201 on the vacancy box provided for the attention of Ms Nondumiso Buthelezi / Mr Sipho Zangwa.
9. Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for the non-collection of those applications.
10. The appointment is subject to a positive outcome obtained from the State Security Agency to the following checks (security clearance, qualification, citizenship, and previous employment verifications). The Department will conduct reference checks with the HR of the current and or /previous employer(s) apart from the referees listed.
11. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidate/s to attend a generic managerial competency assessment (in compliance with the DPSA Directive on implementing competency-based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
12. Before the appointment for SMS positions, the appointee will be required to produce a Pre-entry certificate for the Senior Management Pre-Entry Programme, a public service-specific

training program applicable to all applicants who aspire to join the SMS. The course is offered by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry and the full details can be obtained by following the link: <https://www.thensg.gov.za/trainingcourse/smspre-entryprogramme>.

CLOSING DATE: 22 April 2025
